



DANCE HALL **LICENSE APPLICATION CHECKLIST**

- ___1. Complete application
- ___2. A copy of your Indiana Amusement & Entertainment permit or proof of filing for the state permit.
-The State Fire Marshall's office can be contacted at 317-232-2318
- ___3. Insurance certificate showing commercial general liability insurance coverage.
- ___4. Include a check payable to the **City of Indianapolis** for the \$419 annual license fee or \$293 for the single-event license fee.
- ___5. Inspections will be initiated by licensing staff once the application is received.

Licenses expire one year from the date of issuance or after the single event.